



## Discipline

Commonly accepted standards of conduct help maintain good relationships at work and promote both responsibility and self-development. These standards include honesty, integrity, and mutual respect for fellow employees, supervisors, and guests. Employees are expected to observe and comply with these standards, as well as other standards established or that may be established by the Company.

Violations of laws, general work standards, or the Company policies may result in discipline up to and including termination, depending on the circumstance involved. Listed below are examples of the kinds of problems that may result in discipline or discharge. The examples are not all-inclusive and do not reflect every circumstance that may result in discipline or discharge. They are intended as a general guidance regarding the Company standards and expectations:

- Theft, damage, destruction, defacing, misuse or willful abuse of property belonging to C & R Management Company, guests or another employee
- Dishonesty in any form or degree
- Unauthorized possession of, removal or use of property belonging to the Company, guests, or other employees
- Possessing, using, manufacturing, dispensing, purchasing, or selling of illegal drugs, controlled substances, or being under the influence of any of these substances, while on the Company's premises while performing company business or operating a company vehicle
- Possession or consumption of alcoholic beverages on the Company's premises (except when supported, authorized and supervised by the Company); selling or being under the influence of alcohol on the Company's premises while performing company business (except when supported, authorized and supervised by the Company) or operating a company vehicle
- Abusive or threatening behavior
- Insubordinate conduct
- Falsification of any records
- Job abandonment
- Negligence in observing C & R Management Company's policies
- Flagrant disregard of C & R Management Company's policies



Disciplinary actions can range from a discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not necessarily establish a precedent in other circumstances. The Company normally will counsel and warn employees for minor infractions before taking more severe disciplinary action. Serious infractions may result in more severe disciplinary action or discharge without prior warnings. The Company may modify or skip any of the above disciplinary steps taking into account the overall circumstances, including the nature of the offense, the actual or potential harm or damage involved, and the employee's past work record. Every instance of potential disciplinary action will be handled on an individual, case-by-case basis. The Company will take whatever disciplinary action in its sole discretion seems appropriate.

*If you have questions, feel free to ask your manager or to contact the Human Resources department at (801) 280-9299.*